10 Things UI Faculty and Departmental Staff Need to Know About Graduate Admissions

The purpose of the Graduate Admissions Office is to gather applications and supporting documentation from students applying to graduate programs at the University of Idaho. Following policies established by Graduate Council and the University, our goal is to provide academic departments timely information about prospective students so decisions can be made about admission to graduate programs.

1. The Graduate Admissions Office collects all **application materials** from all applicants so complete admission applications can be provided to the academic departments. Therefore, all applicants should be directed to send all of their application materials directly to the Graduate Admissions Office.
2. The **basic admission requirements are** —application, application fee, transcripts from all colleges attended, Statement of Career Objectives, Resume/CV, 3 letters of recommendation and English language exams (from international applicants).
3. Specific admissions requirements for all students and for all departments can be found on the **Graduate Admissions website**. The required English language exam scores can be found there, as well.
4. The **Priority Deadlines** established by Graduate Council are **February 1 for summer & fall and September 1 for spring**. Completed applications received in the Graduate Admissions Office by the priority application deadlines will receive **priority processing** and these students are being informed they will receive **priority consideration for admission.** Applications received or completed after the priority application deadline will be processed as quickly as possible.
5. **Making early admission decisions** is highly recommended to ensure that departments get the most qualified students. Also, international students need time to obtain their student Visa and make travel arrangements. Domestic students often need to make travel and living arrangements, as well.
6. There are several ways that departments can **track the status of applicants** to their graduate program(s). An **email** containing application status information by semester is sent to each department contact weekly. Upon request, departments are granted access to run their own **Graduate Admissions Statistics report** (SZRWKGR) directly from Banner. Once an application has been received in the

Graduate Admissions Office, an applicant record is created and maintained in the **Banner computer system** and can be viewed at any time by those with Banner Student training.

7. Reviewed files should be returned to the Graduate Admissions Office as soon as possible after the decision has been made. **Official notification of the decision** is sent out by the Graduate Admissions Office as soon as the file been returned and the decision has been entered into the computer system. Only after this Graduate Admissions decision has been entered, may departmental **offers of admission** or **financial assistance** be made.
8. If new **international students** are offered **departmental funding** of any kind, the Graduate Admissions Office needs to be notified. This information is used in issuing the student an I-20, the document that allows them to apply for a student (F-1) visa to enter the United States.
9. When recommending **Provisional Admission** or full admission to applicants with **low GPAs**, remember to submit the required **memo of support** and/or **list of recommended provisions**. Submitting the memo at the same time as the routing sheet will greatly aid the College of Graduate Studies in making timely decisions on these files.
10. If students want to change their major and/or program after they have enrolled as graduate students at UI, they will need to process a **Change of Curriculum** with the College of Graduate Studies. These students do not apply through the Graduate Admissions Office again, but they do need to be accepted by the new program.

Please feel free to contact us with any questions you may have.

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